

Checklist for DEW Appeals

This application will enable you to view Appeals and associated case documents as well as:

- Initiate and file two types of Appeals – (1) Notice of Appeal to Appeal Tribunal (APP-100) and (2) Application for Leave to Appeal to the Appellate Panel (APP-111). The first type of appeal may be filed after the determination has been made by Claims Adjudicator. The second type of appeal may be filed after the Appeal Tribunal has communicated their decision. By law, you must file your appeal within 10 calendar days of the mailing date listed on the Determination or the Appeal Tribunal decision. If the 10th day falls on a weekend or recognized holiday, the appeal period extends to the next business day.
- Upload additional case documents including the APP-107 – Application for Issuance of Witness Subpoena.

Once you log into SCBOS, selecting “DEW Appeals” from the Workspace Summary takes you directly to the “Enter your DEW Account Number” screen.

If you are initiating an Appeal, you will be asked to electronically sign the document as being complete and truthful using the name from the SCBOS profile. You must be associated with the business and cannot sign for another person. For example, a third party cannot use his or her name to sign for a client.

Remember, you can “Save and Stop” the Appeal application at any time.

To view Summary of Appeals you need the following information:

- ☐ DEW account number
- ☐ Federal Employer Identification Number (FEIN) and Personal Identification Number (PIN).

To upload case documents you need the following information

- ☐ DEW account number.
- ☐ Federal Employer Identification Number (FEIN) and Personal Identification Number (PIN).
- ☐ A file on your computer with the following formats: PDF, DOC (Word), DOCX (Word), JPEG, XLS (Excel), XLSX (Excel), GIF. Be advised that when you upload any document and the document is approved by DEW, the document may be viewed by the claimant. The maximum size of the file to be uploaded is 10 MB. The total size of all files to be uploaded cannot exceed 25 MB. Documents are not uploaded until checkout.

To submit an Appeal – APP100/APP111, you need the following information:

- ☐ DEW account number

- ☐ Federal Employer Identification Number (FEIN) and Personal Identification Number (PIN). If the user does not have a DEW account number, the user can apply for an account number through SCBOS by first completing an Add Existing Business application then completing an Employer Registration application. If the business doesn't have a PIN, SCBOS will ask the user to enter a four digit (numeric) PIN of your choice. From then on, the user is to use the PIN.
- ☐ Claimant information
 - ☐ Name
 - ☐ Social Security Number (SSN)
 - ☐ Address (optional)
 - ☐ Phone number (optional)
- ☐ For Notice of Appeal (APP-100), the date the determination was mailed and received. For the Appeal to Appeal, the Appeal Tribunal Decision Number and the date the Decision was mailed and received.
- ☐ Reason(s) for Appeal
- ☐ If appealing beyond the 10 day window, reason(s) for being untimely.
- ☐ Special needs of the Claimant or Employer
 - ☐ Is an Interpreter needed, if so, what language?
 - ☐ Is the claimant deaf?
 - ☐ Is the claimant mute?
- ☐ Would you like to serve one or more subpoenas (APP-100 only)?

Note: The User will be asked to attest that the information is true and correct. This is the electronic equivalent to signing the application. You cannot sign for someone else.

Shopping Cart/Checkout

- ☐ Select the filing(s) to be checked out by clicking on the check box to the left of the business name. If you wish select all filings, click on the checkbox above the table.
- ☐ SCBOS will generate a receipt just like all the other registrations, filings and payments.

Note: While it is possible to checkout more than one application/filing/payment at one time, none can be scheduled if it includes an Appeal application.